

Town of Essex
Department of Health
(860) 767-4340 extension 119

Application for a Temporary Food Service Operation

() Single Event

() Multiple Event (3 or more times a year)

NOTE: This application and all applicable information for each food service vendor must be submitted no later than two weeks (10 business days) prior to the event.

Name of Event: _____

Sponsor Name: _____

Sponsor's Address: _____ Phone: _____

Date/Time of Event: _____

Location of Event: _____

Food Vendor Trade Name: _____

Name of Food Vendor: _____

Name of Person(s) in Charge: _____

1. List all foods and beverages that will be served (include condiments): _____

2. List all food sources: _____

3. List all food types to be prepared on site: _____

4. How will foods be delivered? _____

5. How will cold food be kept cold (below 45 degrees F) (examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc.)? _____

6. How will hot food be kept hot (above 140 degrees F)(examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc.)? _____

7. Provide type and location of handwashing and toilet facilities. _____

8. Who is in charge of clearing/cleaning any tables for eating? _____

9. How will utensils, cutting boards, etc. be sanitized? _____

10. You must provide an adequate number of covered garbage receptacles that are located and emptied in such a way as to minimize odors, flies, etc. Please describe the arrangements you have made for garbage. _____

11. Please sketch out a layout of the site including: Food Booths, Restrooms, Handwashing Facilities, Garbage Cans, Alcohol Distribution Points, etc.



- Please consult with the Essex Building Department for all electrical and plumbing connections.
- Please consult with the Essex Building Department regarding any gas or grill type cooking equipment.
- Please consult with Parks and Recreation if the event takes place on town property.
- Please consult with the Resident Troopers Office if the event involves a Temporary Liquor Permit

I, the undersigned, hereby apply for a license to operate a Temporary Food Service Operation in the Town of Essex. If granted, I agree to comply with all applicable State and local regulations.

PRINT NAME: _____ SIGNATURE OF APPLICANT: _____ DATE: _____

DEPARTMENT OF HEALTH APPROVAL

Application Approved: YES _____ NO _____ Essex Health Department _____ Date: _____

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Guidelines for Food Service at Temporary Events

Menu:

- All foods served must be from an approved source and prepared in a licensed commercial establishment.
- No cooking or preparation allowed in private home(s).
- No wild game or fin fish from non-commercial sources are allowed.
- All meats and poultry must be USDA inspected.
- Only shellfish from approved sources may be served. Shellfish tags must be saved for ninety (90) days.
- All receipts and bills of sale must be retained until the event and made available to the department upon request.

The Department of Health representative may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of foodborne illness.

Preparation:

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for foodborne illness to occur. On site preparation should be minimal. Same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. Example: Shish kabob could be assembled on skewers, stored overnight, and transported under refrigeration the next morning. A large capacity full service restaurant with walk-in refrigerators would be suitable as opposed to a deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the site as close to the time of the event as possible. If food is prepared off site, the supplier must be in compliance with local, state and federal codes. Copies of a recent inspection report and a valid health department license may be requested from suppliers in other towns.

Food Protection:

1. **Observe Safe Food Temperatures.** Hold potentially hazardous foods below 45 degrees F. or above 140 degrees F.

The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes and other cooked vegetables, sliced melons and cream-filled pastries as well those list above.

Cook foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

Poultry:	165 degrees F.
Pork:	145 degrees F.
Beef:	155 degrees F.

Reheat rapidly previously cooked and chilled foods to 165 degrees F. Use grills or ovens to reheat (do not use a steam table to reheat). A long stem dial type thermometer must be provided for monitoring food temperatures (Range 0 to 220 degrees F.). All persons cooking must have a thermometer and know how to use it.

Only equipment capable of maintaining food at safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and at the discretion of the Department of Health, coolers with ice or ice packs must be provided for keeping food cold. For example, a refrigerated truck would be used for bulk storage, and small refrigerators or coolers used for short term service near grills. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the voltage. The Essex Building Department should be contacted for all electrical and plumbing connections. All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.

Defrost frozen foods in a refrigerator below 45 degrees F, never at room temperature.

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly; do not allow to cool at room temperature. Do not attempt to cool large batches or defrost food at an event; use appropriate off-site facilities.

All potentially hazardous foods must be transported under refrigeration regardless of the distance to traveled.
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As previously stated, the cook and serve method is preferred. However, if foods need to be held hot, gas fired steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods over 140 degrees F. The Essex Building Department should be contacted for approval to use all cooking equipment. Warming units must never be used to heat or cook foods. They are designed only to hold foods temporarily that have been heated to appropriate temperature. Food products should not remain in warming units for more than 2 hours unless the unit is capable of holding temperatures at 140 degrees F. Example: fried rice is cooked on the wok, then transferred immediately to a preheated steam table and held for service.

1. Do Not Cross Contaminate. Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken; do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. **Designate raw and cooked (or ready to serve) prep areas.**

Never reuse marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if the recipe calls for adding while the meat is cooking.

2. Never Pool Eggs. When large quantities of eggs are called for, liquid pasteurized eggs must be used. Example: for making scrambled eggs, pancakes, funnel cakes, or other batters, liquid pasteurized eggs must be used.
3. Discard Leftovers at the end of the day; do not re-serve.
4. All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. All preparation and service must be done under a tent or similar approved structure with overhead protection. All cooking under a temporary structure must be approved by the Essex Building Department.

Store Foods in food grade containers and keep them covered. All equipment must be clean and in good repair. If coolers are used they must be a non-porous type (not Styrofoam). Food should not be placed directly in contact with ice if ice is approved as a coolant. Ice should be well drained and not used for any other purpose (this includes ice for bottled or canned beverages). Ice may not be used for drinks. All drinks should be served in a single service container. If ice is to be used as a food product it must be from an approved source. Store all foods

off the ground on shelves or stacked on empty crates. Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination such as squeeze bottles.

5. Minimize hand contact. Use utensils such as tongs, spoons, and spatulas; they may be stored in the food with the handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax tissue paper or disposable gloves. Remember, however, that gloves are not a substitute for hand washing and should be changed frequently.
6. Only single service disposable utensils are to be provided for public use; they must be stored and dispensed in such a manner that will prevent contamination. Example: Store utensils with handles up to allow customers to pick them up without touching the food end.
7. Salad bars (and other self-service type displays) are not allowed at temporary facilities.
8. Provide adequate lighting in the booth.

Sanitation

- 1 The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (100 ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.:

1. Wash (in hot soapy water)
2. Rinse (in hot clean water)
3. Sanitize (soak for 1 minute in a 100-ppm bleach and water solution: Approximately 1 Tbs. Of bleach/gallon of water or 1/3 Cup bleach/5 gallons of water)
4. Allow to air dry (never towel dry; bleach will dissipate)

If you choose another type of sanitizer, it must be approved by a Department representative prior to use. Bleach is inexpensive, easily accessible, and very effective as a sanitizing agent. Ideally a three-compartment sink or a mechanical dishwasher should be used if available. Example: An on-site school kitchen, church kitchen, etc. If such a facility is not available then three clean 5 gallon buckets may be used provided that an adequate potable water supply is available.

For short-term events, this requirement may be waived provided that an ample supply of extra replacement utensils are available.

2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution.
3. If at all possible, each food booth must be provided with hand washing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand sinks are available from some rental agencies. Liquid hand soap, paper towels and a bucket to catch wastewater must also be provided. A common hand wash station may be approved.
4. An adequate number of toilets must be provided for public use. The actual number of toilets will be determined on an individual basis depending on attendance. Hand washing stations must be provided with liquid soap and paper towels.
5. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed.

Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided and arrangements made with a grease hauler for removal. Wastewater shall not be reused for any purpose.

Personnel and Hygienic Practices

6. A copy of the basic rules must be posted in the booth and read by all food handlers. A logbook showing name, address, phone number, date and time worked must be signed by all food handlers.
7. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth. Smoking is prohibited.
8. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection, shall work with food. Example: If you have a fever, diarrhea or vomiting, you cannot work.
9. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
10. Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, etc.
11. Wear hats, hairnets, or some other type of hair restraint if needed.

Revoking of Licenses – Booth Closures

The food license may be revoked at any time for any reason by the Director of Health or his/her agent, when, in his/her opinion such action is warranted. The booth will not be allowed to reopen without the written approval from the Director of Health or his/her agent.

Other restriction may be imposed based on the specific operations of each booth.

BASIC FOOD BOOTH REQUIREMENTS FOR TEMPORARY EVENTS

- ✓ Sign Log Book before beginning work
- ✓ Keep Foods At Safe Temperatures:
 - Cold Foods Below 45 Degrees F.
 - Hot Foods Above 140 Degrees F.
 - Reheat Foods Rapidly to 165 Degrees F.
- ✓ Wash Hands Frequently
 - Before Starting
 - After Breaks
 - After Using Toilet Facilities
 - After Touching Raw Food Products
- ✓ Sanitize Utensils And Cutting Boards
 - Use Bleach Solution (1Tbl. Bleach: 1Gal. Water)
- ✓ Do Not Cross Contaminate
 - Separate Raw And Cooked Foods
- ✓ No Smoking
- ✓ Use Utensils – NOT Your Hands
- ✓ Keep Foods Protected (Covered and Off the Ground)
- ✓ Do Not Eat or Drink While Working
 - ✓ Wear Hair Restraints
- ✓ Do Not Work If You Are Ill

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